



DELAINÉ EASTIN
State Superintendent of Public Instruction



January 19, 2001

CHRISTA McAULIFFE FELLOWSHIPS

Dear County, District, and Private School Superintendents:

The California Department of Education is now accepting applications from K-12 classroom teachers for Christa McAuliffe Fellowships for 2001-2002. The Christa McAuliffe Fellowship Program is a national program administered by the Council of Chief State School Officers. Created in 1987, the program provides fellowships to classroom teachers in memory of Christa McAuliffe, the New Hampshire teacher who served as an astronaut on the space shuttle Challenger in January 1986. California has participated in this program since 1987 and has awarded two fellowships annually.

The program encourages proposals for a multitude of purposes. Funds from the program must be used on projects that are focused on at least one of California's five priority areas, and they must demonstrate a direct impact on students. The state's priority areas for 2001 are as follows: (1) provide focused leadership to build local capacity to enable all students to achieve state standards; (2) hold local education agencies accountable for student achievement in all programs and for all groups of students; (3) expand and improve a system of recruiting, developing and supporting teachers that instills excellence in every classroom, preschool through adult; (4) provide leadership that promotes effective use of technology to improve student learning, and (5) establish and foster systems of school, home, and community resources that provide the physical, emotional, and intellectual support each student needs to succeed.

A Christa McAuliffe Fellowship Program application package is enclosed. **Please copy and disseminate this package to your district teachers and private school principals.** It can also be copied from the following Department internet site: www.cde.ca.gov/ope/ae. **Applications must be completed (including letters of support) and received by the Office of Policy and Evaluation, California Department of Education, no later than 5:00 p.m. on Wednesday, March 28, 2001, to be eligible for consideration.** The Department will notify fellowship awards recipients no later than April 27, 2001. The funding period for these fellowships will be from August 1, 2001 through July 31, 2002.

The California Department of Education is delighted to be administering the Christa McAuliffe Fellowship Program. I look forward to participating with you in this very worthwhile endeavor. If you have any questions about this program, please contact Carol Smith, Coordinator of the Christa McAuliffe Fellowship Program, via email at csmith@cde.ca.gov or by phone at (916) 657-4318.

Sincerely,

DELAINÉ EASTIN
State Superintendent of Public Instruction

DE:cts
Enclosure

CHRISTA McAULFFE FELLOWSHIP PROGRAM



**CALIFORNIA APPLICATION FOR
SCHOOL YEAR 2001-2002**

CHRISTA McAULIFFE FELLOWSHIP PROGRAM

Information Sheet

PURPOSE: This is a federally funded program honoring the late Sharon Christa McAuliffe, the teacher who served as an astronaut on the Challenger space shuttle in January 1986. Funds from the program are to be used on projects designed to improve the knowledge and skills of teachers and the education of students in any of the following five priority areas: (1) provide focused leadership to build local capacity to enable all students to achieve state standards; (2) hold local education agencies accountable for student achievement in all programs and for all groups of students; (3) expand and improve a system of recruiting, developing and supporting teachers that instills excellence in every classroom, preschool through adult; (4) provide leadership that promotes effective use of technology to improve student learning, and (5) establish and foster systems of school, home, and community resources that provide the physical, emotional, and intellectual support each student needs to succeed.

ELIGIBILITY: Applicants must be full-time public or private school (K-12) teachers or library media (K-12) teachers employed in California, have completed eight or more years of teaching, and be citizens or permanent residents of the United States.

APPLICATION DEADLINE: The California Department of Education must receive applications no later than 5:00 p.m. on Wednesday, March 28, 2001. A selection committee representative of parents, teachers, school administrators, and institutions of higher education will select the successful applicants. Interviews may be conducted of the finalists in April 2001.

AMOUNT OF AWARDS: Applications may be submitted for any amount up to \$39,000 or the applicant's salary, whichever is lower. The selection committee will not add or subtract points based on the size of the budget. Rather, each application will be evaluated on its merits. However, it is extremely important that the application contain a budget and program activities that justify how the funds will be spent. Regardless of the size of the budget, it must be clear to the selection committee that the funds will be spent for actual and necessary expenses.

TAX LIABILITY: Recipients are required to report fellowship funds as income for tax purposes. If the school district or school accepts the funds, this tax liability does not apply.

RESTRICTIONS: A fellowship recipient may not win awards in two consecutive years. **A fellow must return to a teaching position in the fellow's current school district, or private school system, for at least two years following the completion of the fellowship.**

RECORDS: Each fellow shall keep any records and submit any reports required by the California Department of Education and the Council of Chief State School Officers.

REPAYMENT: In the case of fraud, gross noncompliance, failure to carry out the activities described in the approved application, or failure to comply with the service requirement to continue teaching in their current school district for at least two years following the fellowship award, the fellow or school district shall repay all or a prorated portion of the award.

DURATION: Successful applicants will be notified no later than April 27, 2001. The duration of funding is a 12-month period starting no earlier than August 1, 2001.

CONTACT: For further information, please contact Carol Smith, Coordinator of the Christa McAuliffe Fellowship Program, at the California Department of Education, Office of Policy and Evaluation, 721 Capitol Mall, 4th Floor, P. O. Box 944272, Sacramento, CA 94244-2720; telephone, (916) 657-4318, Fax, (916) 657-4978; email, csmith@cde.ca.gov.

CHRISTA McAULIFFE FELLOWSHIP PROGRAM

Instructions for Completing the Application

FORMAT shall not be a font type size smaller than the size of type on this page (Times New Roman, 11-point). Use 8 1/2 by 11-inch paper and at least 3/4-inch margins. Although the application requires 13 pages, only pages 1 and 2 are preprinted and supplied with the application. All other required pages are to be supplied by the applicant.

PAGE 1 shall be the completed and signed Cover Page (enclosed).

PAGE 2 shall be the Personal History page (enclosed). If additional space is needed to list experiences in professional preparation, professional experience, and/or professional activities, please use additional pages and attach them to page 2.

PAGE 3 shall be an abstract describing the main ideas or important points of the proposal. This is to be double-spaced with a maximum of 150 words. Place the title of the proposal at the top of this page. The title does not count as words in your abstract.

PAGES 4, 5, 6 AND 7 shall contain the narrative of the proposal. These pages must be double-spaced. The seven headings, in the following order must be used in the proposal:

- Title:** Provide a brief descriptive name that identifies the proposal.
- Context:** Describe briefly how the proposal will reflect state standards or frameworks.
- Focus:** Describe how the proposal will help meet the needs of the students and the local school district in at least one of the five following priority areas: (1) provide focused leadership to build local capacity to enable all students to achieve state standards; (2) hold local education agencies accountable for student achievement in all programs and for all groups of students; (3) expand and improve a system of recruiting, developing and supporting teachers that instills excellence in every classroom, preschool through adult; (4) provide leadership that promotes effective use of technology to improve student learning, and (5) establish and foster systems of school, home, and community resources that provide the physical, emotional, and intellectual support each student needs to succeed.
- Goals and Objectives:** Clearly state your proposal's goals and objectives.
- Activities:** Describe how you will plan to reach these goals and objectives.
- Impact:** Describe how you will measure the proposal's direct impact on students and the other constituencies that will be affected by implementation of the proposal.
- Continuation:** Briefly describe how the proposal or use of the knowledge gained as result of the proposal will continue to impact students in the two years following your fellowship.

PAGE 8 shall be used to lay out your proposal's budget. Describe each potential item of cost, its estimated cost, and the total estimated cost of the proposal. You may submit it single-spaced and in two columns, if needed. Double-check the figures.

PAGE 9 shall be used to show the transportability of your proposal. How can it be useful to others? Is it easily replicated? How will the students, school district and the rest of the educational community benefit? How will you disseminate information about this proposal or the knowledge you have gained?

PAGE 10 shall be your superintendent's letter of support.

PAGE 11 shall be your principal's letter of support. These two letters should address the local level of support and the quality of the proposal, not the attributes of the teacher.

PAGES 12 AND 13 shall be letters of support from two teaching peers that address the quality of the proposal and its benefit to students.

NOTIFY THOSE WRITING A LETTER OF SUPPORT FOR YOU THAT EACH LETTER MUST BE TYPEWRITTEN, SINGLE-SPACED, IN LETTER FORMAT, AND NO MORE THAN ONE PAGE IN LENGTH.

PAGES 14 AND 15 may be used for additional supporting material. This may include, but is not limited to, pictures, brochures, research information, and bibliographies. These pages may not be a continuation of your proposal.

ALL PORTIONS OF THE APPLICATION MUST BE SUBMITTED AT THE SAME TIME, INCLUDING THE LETTERS OF RECOMMENDATION.

USE THE FOLLOWING CHECKLIST FOR SUBMITTING YOUR APPLICATION. Have you:

- ☐ carefully read the enclosed fact sheet?
- ☐ filled in all the required information on the cover page and signed it at the bottom?
- ☐ had your superintendent sign the first page?
- ☐ used no more than 150 words for the abstract?
- ☐ used ¾-inch margins at the top, bottom, and sides?
- ☐ included all seven headings in the four-page proposal?
- ☐ used double-spacing for pages 3 through 7?
- ☐ included the proposal budget on page 8?
- ☐ carefully checked for spelling and neatness?
- ☐ mailed or delivered the original to the California Department of Education?

EVALUATION CRITERIA AND POINT VALUE

Professional Development (15 points)

Information contained on page 2 of your proposal (plus attachments)

Proposal (45 points)

Information contained on pages 4, 5, 6, and 7 of your proposal.

Budget (20 points)

Information contained on page 8 of your proposal

Potential for Replication (15 points)

Information contained on page 9 of your proposal.

Letters of Support (5 points)

Information contained on pages 10, 11, 12, and 13 of your proposal.

APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF POLICY AND EVALUATION NO LATER THAN WEDNESDAY, MARCH 28, 2001, 5:00 PM, TO BE ELIGIBLE FOR CONSIDERATION.

Mail or deliver applications to:

**Carol Smith, Coordinator
Christa McAuliffe Fellowship Program
California Department of Education
Office of Policy and Evaluation
721 Capitol Mall, 4th Floor
P.O. Box 944272
Sacramento, CA 94244-2720
(916) 657-4318
csmith@cde.ca.gov**

CHRISTA McAULIFFE FELLOWSHIP PROGRAM

California Department of Education
Office of Policy and Evaluation

PERSONAL INFORMATION

PLEASE TYPE OR PRINT

NAME (Last, First, Middle Initial)		SOCIAL SECURITY NUMBER
HOME ADDRESS (Street, City, Zip Code)		HOME TELEPHONE NUMBER & EMAIL ADDRESS ()
SCHOOL DISTRICT NAME		DISTRICT ADMINISTRATOR
SCHOOL DISTRICT ADDRESS (Street, City, Zip Code)		DISTRICT TELEPHONE NUMBER & EMAIL ADDRESS ()
SCHOOL NAME		PRINCIPAL
SCHOOL ADDRESS (Street, City, Zip Code)		SCHOOL TELEPHONE NUMBER ()
PROJECT DATES (Month, Day, Year)		TOTAL NUMBER OF PARTICIPANTS THAT BENEFIT :
BEGINNING	ENDING	STUDENTS TEACHERS COMMUNITY MEMBERS
08 / 01 / 2001	07 / 31 / 2002	

TYPES OF FELLOWSHIP

Check (✓) all that apply:

1. ☐ A one-year sabbatical (or partial sabbatical) of study, research or academic improvement
2. ☐ Consultation with or assistance to other school districts or private school systems
3. ☐ Development of innovative programs
4. ☐ Projects or partnerships that involve the business community and the schools
5. ☐ Programs that incorporate the use and the sharing of technologies to help students learn
6. ☐ Action research projects on professional development strategies

👉 FOCUS OF THE FELLOWSHIP MUST BE IN AT LEAST ONE OF THE 5 STATE PRIORITY AREAS.

CERTIFICATIONS / SIGNATURES

I HEREBY CERTIFY that:

- ☐ I will meet all requirements and regulations of the Christa McAuliffe Fellowship Program.
- ☐ I am not in default of any Federal loans if fellowship is awarded directly.
- ☐ I have completed eight or more years as a full-time public or private school teacher.
- ☐ I will return to a teaching position in my school district for at least two years following completion of my fellowship.
- ☐ I understand that the fellowship may be taxable income.
- ☐ I will submit financial and project reports as required.
- ☐ I understand that if the fellowship project is not completed satisfactorily, repayment of monies granted may be required.
- ☐ I give permission for my name and picture to be used for any publicity releases connected with the Christa McAuliffe program...
- ☐ Yes ☐ No
- ☐ I give permission for my yearly salary total to be confirmed with my school district.

SIGNATURE OF APPLICANT	DATE SIGNED
<p><i>Should the above named teacher be a recipient of the Christa McAuliffe Fellowship, representatives of the above named school district will work with him/her to implement and facilitate the proposal.</i></p>	
SIGNATURE OF DISTRICT ADMINISTRATOR	DATE SIGNED

CHRISTA McAULIFFE FELLOWSHIP PROGRAM

California Department of Education

Office of Policy and Evaluation

PERSONAL HISTORY



FOR ALL SECTIONS, MARK ADDITIONAL PAGES ACCORDINGLY!

PROFESSIONAL PREPARATION		
DATES (Most recent first)	SCHOOL AND LOCATION	DEGREE

PROFESSIONAL EXPERIENCE IN EDUCATION		
DATES (Most recent first)	SCHOOL AND LOCATION	POSITION, SUBJECT/GRADES TAUGHT (List main responsibility)

PROFESSIONAL ACTIVITIES	
DATES (Most recent first)	PROFESSIONAL ORGANIZATIONS - Involvement at local, state, national level. PROFESSIONAL PRESENTATIONS - Involvement at local, state, national level. (List dates with most recent first)